

# GREATER LOCKPORT DEVELOPMENT CORPORATION

## Minutes of Board of Directors Meeting

March 22, 2018

A regular meeting of the Greater Lockport Development Corporation's Board of Directors was called to order at 7:45 a.m. at One Locks Plaza, Lockport, New York. The following Directors were present and constituted a quorum:

|                  |                |
|------------------|----------------|
| Joan Aul         | Gary Bennett   |
| Jackie Davis     | Kathy DiMillo  |
| Franklin Knowles | Anne McCaffrey |
| Allan VanDeMark  | Dave Wohleben  |

Excused:     Scott Cain  
                  Allan Jack  
                  Patrick Schrader  
                  David Van Schoonhoven

Staff:         Mr. Brian Smith  
                  Ms. Heather Peck

Others:        Mr. Christopher Parada  
                  Ms. Ellen Schratz  
                  Mr. John Ottaviano

Chairwoman Aul called the meeting to order.

Ms. Aul introduced Chris Parada and Ellen Schratz, the Executive Director and Chair of the Palace Theatre, respectively. Ms. Schratz stated that "Act I" of the Palace began in 2003, when a nonprofit organization raised \$300,000 from the Lockport community to purchase and begin operation of the Historic Palace Theatre, located at 2 East Avenue in downtown Lockport. Mr. Parada stated that now the organization is entering Act II, a \$2.1 million project aimed at renovating the historic theater and maximizing its economic impact on Lockport. Mr. Parada stated that the project had already been named a "Regional Priority Project" by the Western New York Regional Economic Development Council and received a \$423,000 grant through Empire State Development's Market NY program. Mr. Parada stated that the Palace had also been awarded a \$500,000 matching grant through the Grigg Lewis Foundation. Mr. Smith stated that Ms. Peck wrote both of those grant application, and also a Yahoo Community Benefit Fund application. Mr. Smith stated that the project has been supported with GLDC staff for over a year. Mr. Smith stated that the Palace's project was an important economic development project that the GLDC should actively be assisting. Ms. Aul suggested that the GLDC schedule a walk-through of the Palace to learn more about the project. Ms. Schratz stated that the Palace would be happy to give the GLDC a tour and further discuss the project. Mr. Smith said he would work with Ms. Schratz to schedule a Palace tour for the GLDC.

Ms. Aul introduced Kathy DiMillo, the newest GLDC board member, to the group. Ms. Aul stated that Ms. DiMillo had been a member of the finance committee for over a year, and that she expected Ms. DiMillo to be a great addition to the team.

The reading of the Board of Directors minutes of the February 22, 2018 meeting was waived. Moved by Mr. Wohleben, seconded by Ms. Davis that the minutes be approved. Ayes 8. Noes 0. Carried.

Mr. Mancuso stated that the Tuscarora Club project was going well. Mr. Mancuso stated that the roof has been replaced, masonry work completed, and the house on the parcel had been remediated and demolished. Mr. Mancuso stated that some additional leaks had been found that were causing moisture, interior damage, and mold. Mr. Mancuso stated that those leaks were in the process of being fixed and the damage and mold renovated and removed.

Brian Smith updated the board on the Treasurer's Report stating that the report is an accurate representation of the GLDC's current financial position as of the end of February 2018. Mr. Smith stated that the GLDC's cash position continues to decrease as significant investment is made into the T Club.

Moved by Mr. VanDeMark, seconded by Mr. Knowles to approve the Treasurer's Report for filing with our accountant. Ayes 8. Noes 0. Carried.

Mr. Smith stated that the GLDC's audit had been completed and was prepared to be accepted by the GLDC board. Ms. Aul stated that the audit was presented to the finance committee by the auditors, Lumsden & McCormick. Mr. Smith stated that no major issues were identified and that the only comments were related to items that have to do with the small size of the organization.

Moved by Ms. McCaffrey, seconded by Mr. Bennett to accept the annual audit from Lumsden & McCormick. Ayes 8. Noes 0. Carried.

Mr. Smith stated that, in order to be PAAA compliant, the GLDC need to update or adopt a number of policies. Mr. Ottaviano presented seven policies for the board to adopt, including the following policies: Conflict of Interest, Whistleblower, Code of Ethics, Sexual Harassment, Discretionary Funds, and Real Proper Acquisition, and Disposition of Property.

Moved by Mr. Wohleben, seconded by Ms. McCaffrey to adopt the slate of policies as presented. Ayes 8. Noes 0. Carried.

Moved by Ms. Davis to go into executive session to discuss contracts.

Seconded by Mr. Knowles and approved. Ayes 8. Noes 0.

The board came out of executive session. No votes were taken.

Mr. Wohleben asked when the GLDC would be transferring 50 Elmwood to the City of Lockport for the purpose of establishing a park there, as identified in the South Street Initiative Community Needs Assessment. Mr. Smith stated that the GLDC could choose to do that at any time.

Moved by Mr. VanDeMark, seconded by Mr. Bennett to authorize the transfer of 50 Elmwood to the City of Lockport for the purpose of establishing a park at the site. Ayes 5. Noes 0. Abstained, Wohleben and McCaffrey. Carried.

Mr. Smith stated he appreciated that many board members had completed the PAAA online training. Mr. Wohleben stated the governance committee will be working on a board assessment for later in the year. Ms. Peck reminded board members that there would be a tour of Harrison Place at 4 pm on Thursday, March 29<sup>th</sup>.

Moved by Mr. Wohleben, seconded by Ms. DiMillo to adjourn the meeting at 9:00 a.m. Ayes 8. Noes 0.

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Gary Bennett  
Secretary